



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD  
MINUTES**

**March 18, 2021 6:30 P.M.**

**Meeting Held Electronically Due to COVID-19 Pandemic**

- 1. CALL MEETING TO ORDER** at 6:34 p.m. by Chair, Suzanne Meenahan
- 2. ROLL CALL via Zoom Conference**  
Board Members: Suzanne Meenahan, Chair; Kerrie De Ieso; Crystal Garcia; Tim O’Leary  
Excused: Rebecka Ratliffe, Vice Chair & Liaison to Foundation  
Library Director: Will Worthey  
Staff Note Taker: Audrey Smith
- 3. CONSENT CALENDAR**
  - a. Minutes for the February 18, 2021 meeting was accepted.
  - b. Library Use Report was accepted.  
Library Director stated that the total physical circulation may reach 200,000 by the end of this fiscal year.
- 4. PUBLIC COMMENTS**  
None were lodged.
- 5. BOARD COMMENTS**
  - a. **Current Library Narratives.**  
Library Director reported that many patrons were happy about this month’s reopening of the library building, with only a few who expressed a desire for curbside pick-up to continue at the current COVID level. The Library Director stated that due to the current staffing level, the library cannot sustain the same level of curbside pick-up capacity when the building is opened.
- 6. REPORTS**
  - a. **Strategic Plan progress tracker: Library Director.**  
Library Director stated that he created the electronic Strategic Plan progress tracker document for board members to keep notes on the progress of the objective goals in the 2021-2026 Strategic Plan. He also encouraged board members to modify the layout as needed so that this document remains useful throughout the duration of these projects.
  - b. **Report on visit from Convergence Architecture: Library Director.**  
Library Director reported that the City of Newberg has moved quickly in the support of hiring an architectural firm for the initial study of the atrium leak of Objective A1 in the 2021-2026 Strategic Plan. Library Director stated that the city engineer approved the scope of work he wrote, after adding some modifications, and sent it to five architectural firms for bids. Library Director restated that he had already recused himself at this stage of the hiring process because he personally knew a senior employee at one of the firms. He stated that three out of the five firms submitted a bid. He said the city engineer reviewed the bids and the firm with ties to the library director was not in this group. Therefore, the city engineer has asked the library director to be involved in the next stage of reviewing and scoring the proposals, along with the public works director. The Library Director also stated that the pricing of this initial work was reasonable and the three firms are proposing to give us multiple solutions to fixing the leakage problem.

The Library Director reported that one firm, Convergence Architecture, visited the library building and made a comment that the leak was possibly due to the glass panels being installed in reverse. Chair Meenahan asked if any of them had prior interactions with the City of Newberg. The Library Director confirmed that all five of the initial pool of firms have worked on projects with the city when

## **7. OLD BUSINESS**

- a. **Demographic data on Russian-speaking residents: Chair Meenahan, Board Member De Ieso.**  
Board member De Ieso reported that she found demographic data about the languages spoken in the library service area and asked the library director if it needed to be specifically about the Russian language spoken at home. The Library Director responded that for future collection development, the library is interested in statistics that show the number of Russian-speaking households in the area it serves. Board member De Ieso then stated that she will have to do more research to find that information. Board member Garcia suggested that another approach is to ask the Russian speaking population what type of resource they would like from the Newberg Public Library. Chair Meenahan stated that she was aware of a large Russian population in Marion County. The Library Director suggested that the Board roll this discussion to the following month since further research needs to be done.
- b. **Initial steps to serve Dundee residents: Vice Chair Ratcliffe.**  
Chair Meenahan stated that this topic will be addressed at the next meeting due to Vice Chair Ratcliffe's excused absence.
- c. **Newberg Graphic digitization update.**  
The Library Director reported that he has not heard back from Jeff VanBergen to schedule a meeting to do a proof of concept for the library and demonstrate how to set up digital SLR equipment for the digitization process. Chair Meenahan volunteered to attempt to reach out to Van Bergen through a mutual friend of theirs.

## **8. NEW BUSINESS**

- a. None.

## **9. NEXT MEETING/STEPS**

**Library Advisory Board:** April 15, 2021

## **10. ADJOURNMENT**

The Library Board adjourned at 7:06 p.m.

Submitted: Will Worthey, Board Secretary / Library Director